



## **REQUEST FOR PROPOSAL COMMUNITY HOUSING DEVELOPMENT ORGANIZATION PROJECT**

The City of Green Bay is seeking a qualified CHDO that has the organizational capacity to oversee a house build or rehabilitation and resale project. The purpose of a CHDO is to provide decent, affordable housing to low-income households. The City of Green Bay is required to allocate a minimum of 15% of its annual HOME award to CHDO projects.

The attached Request for Proposal (RFP) will aid the City in finding qualified Community Housing Development Organizations (CHDO) to create housing for low-to-moderate income (LMI) households. As a CHDO, you must identify an eligible housing project and submit a proposal to fund the project by completing the attached forms and including additional project information. Please review the last page of this packet for review criteria.

The intent of this RFP is to make funds available to eligible CHDOs in the form of gap financing grants. CHDO funding for grant requests totaling less than \$40,000 per unit will be given the highest priority. Funding may also be awarded for project requests over \$40,000 per unit and structured with a repayment requirement. The CHDO RFP will remain open until available CHDO funds have been substantially obligated to projects.

The City will not accept emailed, faxed or late proposals. You must submit the proposal by mail or in person at City Hall, Room 608. If mailing, please address as follows:

City of Green Bay  
100 N. Jefferson Street, Rm. 608  
Attn: Community Development Specialist  
Green Bay, WI 54301

This RFP is subject to all applicable federal, state and municipal laws, rules and regulations. It is the policy of the City of Green Bay and the RDA to further fair housing opportunities and to administer its housing programs affirmatively so that all persons of similar income levels have equal access to programs regardless of race, color, creed, religion, national origin, sexual orientation, marital status, status with regard to receipt of public assistance, disability or family status.

**CHDO Timetable for May RDA Review:**

1. RFP made available to certified CHDOs
2. City staff available to meet and discuss potential projects for CHDO consideration.
3. Initial round of CHDO projects due for review.
4. RDA review of projects.
5. Contract execution date
6. Quarterly progress reports following contract execution
7. Project completed and certificate of occupancy issued within one year of executed contract

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**City of Green Bay Request for Proposal – Cover Sheet**  
**CHDO Project**



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Agency:

Legal Name of Company

Address:

Contact Info:

Name

Title

Phone

Fax

Email

Project Name/Address(es): \_\_\_\_\_

Project Type (Check all that apply):

☐ Acquisition    ☐ Rehabilitation    ☐ New Construction    ☐ Resale    ☐ Rental

Number of Units: \_\_\_\_\_ Amount of CHDO funds requested: \_\_\_\_\_

Role of CHDO in project (Check all that apply): ☐ Owner    ☐ Developer    ☐ Sponsor

CHDO Certification for current year approved/on file: ☐ Yes ☐ No ☐ Submitted/not approved

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Signature of Authorized Officer

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Date

**Please attach responses to this proposal along with requested additional agency information.**

**Project Description**

Please include a complete, detailed description of the proposed project including items A through G below. Also, include other pertinent information relating to your project proposal.

- A. Budget**
- B. Project Design**
- C. Organizational Capacity**
- D. Work Plan, Scope of Project & Timetable.**
- E. Collaboration/Partnerships.**
- F. Marketing Plan**
- G. Project Outcomes**

**Please attach the following information to this application:**

- A. List of Board of Directors**
- B. Mission of Agency/Organization**
- C. Current Agency Budget**
- D. Any supporting information as necessary**

# Redevelopment Authority of the City of Green Bay CHDO Rating Criteria

This rating sheet will serve as guide for staff and RDA review of CHDO proposals. proposals will be reviewed using the following categories and corresponding point totals.

Category	Maximum Points
Financial Feasibility	35
Target Population Need	30
Developer Capacity	15
Project Description	15
Bonus Points	5
<b>Total</b>	<b>100</b>

Basis for Awarding Points:

## **1. Financial Feasibility – 35 Points Maximum**

- a. Per Unit Subsidy Requested is less than \$40,000 (up to 10 points) or more than \$40,000 but less than 50% of Total Development Cost (up to 5 points)
- b. All sources and uses of funds are clearly indicated and financial commitments in place (up to 10 points)
- c. Reasonable development and operating costs (up to 10 points)
- d. CHDO funds leveraged to total <33% of Total Development Cost (up to 5 points)

## **2. Target Population need – 30 Points Maximum**

- a. Proportionate percentage of housing units sold to LMI families (up to 10 points) or rented to LMI families (up to 5 points). Single family home must be sold to LMI family.
- b. Project is located within targeted impact areas as defined in the Annual Action Plan (up to 10 points) or project is located within eligible LMI areas (up to 5 points)
- c. Evidence of supportive services and/or homebuyer counseling to meet the specific target population need (up to 5 points)
- d. No relocation necessary (up to 5 points)

## **3. Developer Capacity – 15 Points Maximum**

- a. Developer experience showing 3 or more similar projects completed (up to 10 points)
- b. Capacity/Staffing/Financial Strength (up to 5 points)

## **4. Project Description – 15 Points Maximum**

- a. Project location, needs of resident(s) addressed, scope of project, project plans, elevations, etc. (up to 15 points)

## **5. Additional Project Points – 5 Points Maximum**

- a. Readiness to proceed, project will build the capacity of CHDO partner, project incorporates energy efficient components and “green” features.